Mission Statement

❏ The Mission Statement describes the research goals of the Management Unit.

❏ The Location Mission Statement should summarize all MUs' missions within the entire location, and should be prepared by the Location Coordinator.

AD-416/417 Supplemental Information

❏ The Inhouse D project has a 'life' not to exceed 60 months.

❏ Before entering a new 416/417, obtain the next available project number by using the Next Available Project Number screens.

❏ Choose a Project Start reason for the new 416/417.

    0 = Normal Progression
    1 = Budget Increase
    2 = Extramural (550)
    3 = Headquarters Funding
    4 = External Funding (425)
    5 = Management Savings

❏ Start Date on a D project will be modified at HQS Level to coincide with the date the funds are posted by BPMS to the new project.
☞ Once Active, the Start Date is never modified.

❏ Termination Date is based on the date the project falls into the National Program Peer Review Process conducted by the Office of Scientific Quality Review

❏ Total SY time listed on all Inhouse projects for any individual Scientist must not exceed 1.0.

❏ No SY time listed on R,T,S,G or C type projects.

❏ When entering Keywords, don't use same word twice or as preface to another word.

❏ Coding

☞ All Inhouse projects (D, R, T) are required to have
  a Sustainable Agriculture Code (SA+0) totaling 100%
  and
  at least one Farm Bill Purpose Code (FBP1 - FBP6) totaling 100%.

❏ Regional Project Number and Percent

☞ Make entries only if the ARS project is on record with CSREES as "contributing" to an active Regional Research Fund-supported project. Often, only part of a total ARS project contributes to a funded Regional Research Project.
☞ To document and report this fact correctly, enter the percent contributed, as well as the Regional Research Project Number, in the AD-416/417.

NOTE: NO MORE THAN TWO REGIONAL RESEARCH PROJECTS MAY BE SHOWN FOR A SINGLE PROJECT NUMBER. Example: NC 001-50 Indicates that 50% of this project contributes directly to the objectives of Regional Research Project NC-1.

❏ Renumber any siblings as soon as the new 416/417 is in the Active database.